

Policy Title: Research Performance Scheme Funding

Policy Owner: Deputy Vice-Chancellor (Research)

Keywords: Research, Performance, Funding

Policy Code: PL237 [ad081]

-
- [Intent](#)
 - [Organisational Scope](#)
 - [Definitions](#)
 - [Policy Content](#)
 - [Accountabilities and Responsibilities](#)
 - [Related Documents](#)
 - [Contact Information](#)
 - [Approval History](#)
-

1. INTENT

This policy outlines the principles for the use of funding awarded under the University's annual internal research performance scheme.

2. ORGANISATIONAL SCOPE

This policy applies to all staff, affiliated researchers and students involved in research and research-related activities at ECU.

3. DEFINITIONS

TERM	DEFINITION
"Research" means	the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes.
"Research performance scheme" means	An internal mechanism for capturing and rewarding research performance.

4. POLICY CONTENT

- 4.1 The University facilitates an annual internal scheme for rewarding research performance undertaken by staff and research students.
- 4.2 Performance scheme funding is calculated based on research activity which has been verified by Research Services.

- 4.3 A maximum amount of funding, as determined annually and approved by the Deputy Vice-Chancellor (Research), will be allocated to the scheme and awarded to any individual in any round.
- 4.4 Funds are awarded to individuals and will be managed by FBSC in the university financial system according to University finance policies and procedures.
- 4.5 Funds will be allocated at the beginning of the subsequent calendar year.
- 4.6 Funding is not classified as personal income and remains the property of the University. Under no circumstances can funds be used for private purposes or withdrawn in cash for private purposes.
- 4.7 All subsequent expenditure of this funding must relate to research and be approved in line with ECU financial delegations and tax regulations. Examples of acceptable expenditure items are provided at *Appendix 1*.
- 4.8 Individuals may choose to pool their funds with other funding recipients to enable expenditure on larger cost items or research activities and such arrangements will be managed in the financial system as per relevant financial procedures.
- 4.9 Where a staff member retires, resigns or ceases affiliation with ECU, unspent funds awarded under the research performance scheme will be retained by the University, for use by the relevant School, and dealt with as per financial procedures for internal funding and in line with the Accumulated Operating Surpluses Policy. The same principle applies to students who leave the University with unspent funds. Under no circumstances can unspent funds be withdrawn and paid to a staff member or student.
- 4.10 Schools are expected to prioritise the use of unspent research performance scheme funding, as per 4.9, to support those staff who may be ineligible for scheme funding. This includes, for example, those returning from extended leave for various reasons.
- 4.11 Research Services retains the right to retrospectively recoup funds allocated under the scheme from any recipient where a significant amount of the original research grant income that informed the internal award calculations has been returned to the funding body.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

Policy Owner

The Policy Owner, being the Deputy Vice-Chancellor (Research) has overall responsibility for the content of this policy and its operation in ECU.

All staff, students and affiliated researchers of Edith Cowan University

All ECU Students and Staff are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS

Other documents which are relevant to the operation of this policy are as follows:

- Accumulated Operating Surpluses Policy (ad061)
- ASPIRE Guidelines*

*NB: ASPIRE was discontinued in 2018 with the final round of funding allocated at the beginning of 2019. ASPIRE funding must be expended in full by 31 December 2020 or at the discretion of the School.

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Deputy Vice-Chancellor (Research)
All Enquiries Contact:	Director, Research Services
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8. APPROVAL HISTORY

Policy approved by:	Vice-Chancellor
Date first approved:	16 March 2012
Date last modified:	3 September 2019
Revision history:	<p>20 November 2015 – minor amendments made to the appendix as a result of the academic organisational restructure, approved by the Policy Owner.</p> <p>25 July 2018 – minor amendments to <i>Appendix 1</i>, approved by the Policy Owner.</p> <p>3 September 2019 – amendments made to reflect cessation of ASPIRE, and subsequent end date of this policy, and the Office of Research and Innovation being renamed to Research Services.</p>
Next revision due date:	31 December 2020
HPRM file reference:	SUB/36133

Research Performance Scheme Funding Expenditure Examples

Research Conferences

Funds may be used to cover the following costs:

- conference registration fees;
- airfares and other travel costs;
- reasonable meals and accommodation.

Other Research Costs

Including, but not limited to:

- laboratory equipment, computer equipment and software;
- technical publications;
- fees for professional association memberships;
- employment of researchers/staff; and
- employment of secretarial support i.e. typing and photocopying.

Teaching Support to Enable Research Involvement

Funds may be used to support teaching commitments, to enable the staff member to spend more time undertaking research, subject to approval by their School Executive Dean.

Research Grant Project Account Deficits

Funds may be used to reimburse and cover deficits in research grant project accounts, subject to approval by the relevant School Executive Dean.